

ARCS PROCEDURE:	Pre-RESET Visit Activities	PRO(TWPPO)-060.000
Author: L. Jones		July 12, 2001 Page 1 of 5

Pre-RESET Visit Activities

I. Purpose:

This document describes activities required to prepare for a RESET visit.

II. Cautions and Hazards:

- None.

III. Requirements:

- RESET Visit team members must attend or call in to RESET Visit ESH Briefing.
- RESET Visit team members must read site safety manual.

IV. Procedure:

A. Preparation Schedule:

- a) 10 weeks before visit: Ship all equipment that must go surface.
- b) 8 weeks before visit: Announce to TWP, mentors, and Observers the visit dates, task outline, RESET members, RESET leader.
- c) 6 weeks before visit: Approve and finalize task list.
- d) 4 weeks before visit: Mentors and RESET members complete task work orders w/ procedures, checklists, equipment list, expertise needed, tools needed. ***Note: If this is not completed, task will be removed from visit.***
- e) 4 weeks before visit: Ship all needed equipment for visit that can go by air.
- f) 3 weeks before visit: Line up U.S. contacts for on-call needs during visit. ***Note: If this is not completed, task will be removed from visit.***
- g) 1 week before visit: Do ESH briefing.

B. Prep Meetings:

- a) Planning, tasking layout.
- b) ESH Briefing (see attachment).

C. General Planning:

- a) Create a task list (see RESET Activity Procedure).

ARCS PROCEDURE:		PRO(TWPPO)-060.000
Author: L. Jones	Pre-RESET Visit Activities	July 12, 2001 Page 2 of 5

- b) Schedule a general task sequence during visit.
- c) Set dates for visits.
- d) Coordinate with integration activities.
- e) Coordinate with other RESET fixes/retrofits.
- f) Prioritize tasks.
- g) SGP/PNNL testing, training.

D. Prepare Documents, Procedures, etc.

- a) Daily reporting format.
- b) Audit-in/out forms.
- c) Procedures, drawings for tasks and calibration activities.
- d) Revisions to Observer rounds, procedures.

E. Shipping

Allow 4-week lead.

F. Travel Arrangements

- a) Hotel reservations (60-day lead).
- b) Rental car reservations (60-day lead).
- c) Request Tickets (30-day lead).
- d) Request visa (2-week lead).
- e) Obtain passports (3-month lead).
- f) Request DOE permission (45-day lead).
- g) Arrange "Emergency Evacuation Insurance."

G. Immunization Shots, Medicines

- a) Hepatitis B (6-week lead).
- b) Hepatitis A (2-week lead).
- c) Malaria (2-week lead) – **PNG only**.
- d) Larium.
- e) Doxycycline.
- f) Tetanus (2-week lead).
- g) Typhoid (2-week lead).
- h) Polio (2-week lead).

ARCS PROCEDURE:		PRO(TWPPO)-060.000
Author: L. Jones	Pre-RESET Visit Activities	July 12, 2001 Page 3 of 5

- i) MM&R (2-week lead).

H. Personal Preparation

- a) CPR/First Aid class (2-month lead).
- b) Cash advance (2-week lead).
- c) ESH briefing.
- d) Review safety manual.
- e) Prescriptions.
- f) Pack office camera.
- g) List of local contacts and numbers.
- h) Submit personal information to Jones.

V. References:

1. Post-RESET Visit Procedure PRO(TWPPO)-063.000.
2. RESET Visit Activity Procedure PRO(TWPPO)-062.000.

VI. Attachments:

1. ESH RESET Briefing Master.

ARCS PROCEDURE:		PRO(TWPPO)-060.000
Author: L. Jones	Pre-RESET Visit Activities	July 12, 2001 Page 4 of 5

Attachment 1: ESH RESET Briefing

General:

- _____ is in charge at Nauru.
- _____ is in charge at Manus.
- Obtain each RESET member's emergency contact information.
- Confirm all contact information on each site.

Nauru:

- _____ does daily reports (sends report template w/ tasks).
- _____ does Audit-in/out.
- Report progress and configuration changes to _____.
- Call 505-667-1186 upon arrival in Nauru.
- Call 505-667-1186 upon arrival in the U.S.A.

Manus:

- _____ does daily reports (sends report template w/ tasks).
- _____ does Audit-in/out.
- Report progress and configuration changes to _____.
- Call 505-667-1186 upon arrival in Manus
- Call 505-667-1186 upon arrival in the U.S.A.

ESH Incidents and Occupational Hazards (general):

- Stop working if there are any concerns for your safety.
- Before start working, analyze potential hazards.

Electrical Hazards:

- Power panels.
- Generator.
- Lock out/tag out.

Safety Equipment at Site:

- Fire extinguishers.
- First Aid kits.
- Safety glasses.
- Gloves.

Taking Care of Your Health:

- Don't drink the water.
- Be aware of malaria (PNG).
- Be aware of typhoid (Manus).
- Keep hydrating during work.
- Always work in pairs.

ARCS PROCEDURE:		PRO(TWPPO)-060.000
Author: L. Jones	Pre-RESET Visit Activities	July 12, 2001 Page 5 of 5

Driving:

- Drive slow (no accidents!).
- Do not drink and drive.
- Avoid driving after dark.
- Always travel in pairs.

Recreation/Social Life:

- Go in pairs.
- Snorkel/swim in pairs.
- Take life preservers if boating.
- Avoid any sexual encounters with locals.
- Avoid drinking sessions with locals.

Site Rules:

- No alcohol on site.
- Stay out of local work politics.
- Include Observers in your work.
- Take time to train Observers.
- Keep site clean.